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CENTER SCENE

The Bureau of Land Management Service Center Newsletter — *February 1991*

CLASSIFIERS SORT IT ALL OUT

The implementation of the roles and structure study is now at the point where managers are establishing an organizational structure, defining work, and preparing position descriptions. This means managers and supervisors are having to write a number of new position descriptions, especially dealing with the future AIM functions of the Service Center. These new positions will have to be classified quickly. Classifiers from the Washington Office and other State Offices are coming to assist our classifiers in this project, which will run through March 1991.

Classification involves determining the correct title, series, and grade of a position. In making this determination, classifier must work closely with managers and employees to obtain the necessary information with regard to the job. To help facilitate this working relationship, it may be helpful to become familiar with the classifiers at the Service Center.

The Service Center has three full time Position Classification Specialists. They are Lou Ann DeVargas, Mark Whitesell, and Phyllis O'Neill. Lou Ann, who came from the Department of Labor, has worked at the Service Center for the last 3 years. She is primarily responsible for classification at the Colorado State Office. Mark and Phyllis just recently joined BLM. Previously Mark was a classifier for the U.S. Army at Fort Carson in Colorado Springs. Phyllis was the Training Officer for the Bureau of Reclamation (BOR). Prior to working at BOR, she was a Classification Specialist at GSA. Mark and Phyllis are primarily responsible for classification at the Service Center.

SC classifiers Phyllis O'Neill, Mark Whitesell, and Lou Ann DeVargas

Classifiers are guided in their work by position classification standards, which are issued by the Office of Personnel Management after careful field testing. These standards are a result of the Classification Act of 1947. Classification is the final step of the management process of determining what work will be done, how it will be organized, and how much it will cost. Through the classification process the range of pay for a particular function is set, which underscores the importance of accurate classification.

BLM Director Cy Jamison has announced that Montana Acting State Director Bob Faithful has been selected Assistant Director for Support Services in the Washington Office. Faithful replaces James Parker, who became the Utah State Director in July 1988. John Moeller has been the Acting Assistant Director for Support Services in the interim.

Faithful will report to his new position the week of February 4, 1991. Moeller will resume the duties of Deputy Assistant Director for Support Services.

CD-ROM NETWORK ESTABLISHED IN BLM LIBRARY

The BLM Library has announced the installation of a new CD-ROM network product, CD-NET by Meridian Data, that networks CD-ROM data bases. The current equipment allows five CD-ROM discs to be run simultaneously, and expansion plans provide for additional drives to be added over the next 2 years. While CD-ROM players have become common in libraries over the last several years, networked CD-ROMs are less common, putting BLM on the leading edge of the technology.

Three data bases are currently available through this system:

GEOREF - the American Geological Institute's geoscience data base containing over 1.5 million records covering North America since 1785 and the rest of the world since 1933.

AGRICOLA - the data base of the National Agricultural Library containing over 2.5 million records from 1970 to present. Provides comprehensive coverage of the worldwide literature on agriculture, forestry, animal sciences, hydrology, range management, and related fields.

Computer Library - covers the most recent 12 months of 140 journals in the areas of hardware, software, electronics, engineering, communications, and the applications of technology. Some journals are covered with bibliographic citations and abstracts, some with full text of all articles. (Contact reference staff for complete listing of titles covered.)

While these data bases have previously been available to BLM personnel through the library's literature searching program, costs for access were rather high. Increased time spent on the data base resulted in increased costs. By subscribing to these services on CD-ROM, the library can provide unlimited access for a fixed cost. This will result in better service to our customers and cost savings for the library. At a time when subscription costs are steadily mounting, these funds are desperately needed to accommodate other library services.

Library patrons who want to use these systems can drop by for a

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I-TEAM EYES PROGRESS

Gregg Graff and Kemp Conn answer questions from employees.

Though most SC employees have heard little about it, the Implementation Team, or I-Team, is making progress toward the realignment of the Service Center based on the outcome of the Roles and Structures Study. Recognizing that information to employees has been limited, an all-employees meeting was held on January 17, 1991, to answer their questions.

Kemp Conn, I-Team leader, began by quoting Service Center Director Marv LeNoue: "Whatever we do at the Service Center, we're going to do it openly." He encouraged managers to share the information in Instruction Memorandum No. SC-91-57 with employees. This memo tells who is on the I-Team, lists the tasks that need to be accomplished, and gives a schedule for completion of those tasks.

Kemp and I-Team core member Gregg Graff then answered questions from the audience. Below is a summary of the topics discussed:

- Resources will be renumbered to SC-200.
- We are going to have a classifying crunch in Personnel. There will be eight classifiers working on this effort. There may also be a moratorium on other personnel actions during this time.
- The process does provide for employee input. A skills inventory is being developed that will be filled out by the employees themselves, and certified by supervisors for accuracy. The skills inventory will provide opportunities for communication between employees and their supervisors, and between employees and management. Right now the skills inventory is concentrating on the IRM areas; if it is successful, it will be expanded to other areas.
- Every possible measure is being taken to place everyone that is currently on board. There may be skill mix problems, which could result in offers of assignments outside the SC, but no reduction-in-force procedures are anticipated.
- If a staff's size shrinks, placement of employees will be based on skills.
- The same people that review the workload analyses and projections will participate in placing employees in positions. Present line and staff assignments will be recognized in this process.
- It is hoped that there will not be an impact on grades.
- If there is a slot that no one on board currently has the skills to fill, under certain circumstances, it may be possible to train someone to move into that position.
- The I-Team is taking advantage of what's been done in the past by other agencies whenever possible. Outside experts from the Department of Defense's IRM College are participating in the process.

In closing, Kemp said, "This is one of BLM's biggest undertakings. It is a tremendous challenge, and our managers will have to manage more than they ever have before." He added, "This process has to be broad enough to do what we need, but narrow enough to get it done in a short timeframe. When we finish implementation, we will realize that it is not 100 percent right. Once the organization is in place, we can fine tune and look at other things."

Thanks to all of you who participated in our readership survey. The surveys are still being tallied, but watch for a summary in the next issue of Center Scene!

FPS ENSURES SECURITY

Lee Marfell, Physical Security Specialist with the Federal Protective Service (FPS), gave a presentation on "Office Security and Personal Safety" on January 10, 1991, in the Building 50 conference rooms. The presentation was part of an effort to increase training and sensitivity about building security for those employees who occasionally work evenings and/or weekends.

Marfell has been with the Federal Protective Service almost 20 years. "Our job is to protect the personnel and property of the Government, and to protect the Government's public that comes to these Federal areas," he explained. Security at the Denver Federal Center (DFC) has not been much of a problem during Marfell's career. For example, during 1989-1990, there were 13 thefts reported from Building 50 and the parking lot (all small items), 1 disturbance, and 1 inventory shortage. There have been a couple of domestic disputes reported on the DFC, but there is virtually no violent crime — the only case in the last 20 years was an assault that involved someone shoving someone else against a wall and running off.

One of the more common concerns of DFC employees is theft. According to Marfell, "Chances are very good that thefts are happening internally." And while people are quick to blame the janitorial staff, GSA does fingerprint and run background checks on all of them.

If something is stolen from you, it should be reported, no matter how minor. You should follow agency policy on reporting; if there is no policy, report it directly to the FPS. "What good is reporting?" asked Marfell. "It alerts us to problems so that we can take action sooner. We actually recover 40-50 percent of the items."

Another common concern of employees is personal safety when working late or on weekends. "You are safe working in the building alone at night - I would say unequivocally you are. You probably have better protection than in your own home," said Marfell. Entrances are closed down at 5:30, after which there is only key card access.

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KING'S DREAM LIVES ON

...I say to you today, my friends, so even though we face the difficulties of today and tomorrow, I still have a dream...

Denver City Auditor Wellington Webb

A celebration of the life and work of Dr. Martin Luther King, Jr. was held on January, 15, 1991, at the Service Center. The event was sponsored by the Black Employment Program Committee.

Kemp Conn opened the program and recognized Nathan Mathews and Joseph Harris (both of SC-675) for their work in presenting a program each year for the past several years honoring King. Conn went on to say that the King holiday allows us to celebrate the noble dreams of freedom and democracy, and that King's work has made it possible for all people of all races to work side by side to affect change. "Dr. Martin Luther King, Jr., brought honor, life, and soul to these United States," said Conn.

The guest speaker for the ceremony was Denver City Auditor Wellington Webb. Webb and his wife, Wilma, were instrumental in getting Colorado to be one of the first states to pass the King holiday. Webb recapped history to explain the roots of King's beliefs and philosophies.

According to Webb, "The 'I Have a Dream' speech is not a Black speech. The holiday is not a Black holiday. Dr. King was an American who was driven by the philosophy that everybody in this country should be able to succeed or fail based on their ability — with no artificial barriers." Webb stressed that this is a philosophy that should be passed on from generation to generation. "When we tell our kids that they can grow up to be anything they want to be, we must work for that to be possible," said Webb. Webb concluded by saying, "Dr. King's message was that we're **all** important in America. So for this holiday, it is important that we **all** celebrate it together.

Vocalist Ollie Smith followed Webb's speech with two songs. Her first selection was "Impossible Dream," with the lyrics changed to reflect that anything a person desires, they can do. The second selection, "If I Can Help Somebody, was a King favorite. Refreshments were served at the conclusion of the ceremony.

We must guard against:

Knowledge without character
Business without morality
Science without humanity
Politics without principle

— Wellington Webb

FPS ENSURES SECURITY

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These safety concerns are often related to the lack of lighting outside the buildings. According to Safety Officer Duane Blamey, "Floodlights have been recommended for the area around the main entrance of Building 50 and the south entrance of Building 40." Marfell added, "The probability or likelihood of being mugged or accosted is minimal. Someone would have to go a long way to do it."

If you have some safety or security concerns about your workplace, they should be reported through the proper channels in your agency. The FPS conducts security surveys on each building every 2 years. However, if your agency has concerns, they can request an assessment. The FPS uses a computerized risk assessment matrix as one tool to evaluate the information they collect. If there is risk, they will make recommendations to GSA for changes. GSA has 6 months to respond, and the recommendation can only be countermanded if the budget for the changes is not available. (However, the agency can offer to cover the expenses in such cases.)

In closing, Marfell stressed that good security is not a matter of electronic alarm systems. The FPS responds to many alarms on the DFC, 99.99 percent of which are false. He advises, "Good security comes from alert personnel, diligent techniques, and the common practice of good vigilance."

The Federal Protective Service can be reached at 236-6709 or 236-2911.

With the current crisis in the Persian Gulf, DFC employees are finding themselves concerned with the threat of terrorism. According to Lee Marfell of the Federal Protective Service, "We keep continual track of threats through our intelligence networks. At the present time, nothing indicates any activity in this area. The DFC is not a primary target or a high-risk area." He adds, "The DFC can be clamped shut in an hour. Visitors can be stopped and ID'd. But there is no need to panic."

Heaviest Element Revealed

The heaviest element known to science was recently discovered at a National Laboratory. The element, tentatively named "administratium" (Ad), has no protons or electrons, thus it has atomic number 0. It does, however, have 1 neutron, 75 associate neutrons, 125 deputy neutrons, and 111 assistant deputy neutrons. This gives it an atomic mass of 312. The 312 particles are held together in the nucleus by a force that involves the continuous exchange of mesonlike particles called memo-ns. Since there are no electrons, Ad is inert. It can be detected chemically, however, because it impedes every reaction in which it takes part. For example, when one drop of Ad is introduced to a reaction that normally takes less than 1 day to complete, the reaction takes over 4 days to go to completion. Ad has a half-life of about 3 years, at which time it does not actually decay. Rather, Ad undergoes an internal restructuring. The associate neutrons, deputy associate neutrons, and the assistant deputy neutrons are then all realigned, but not changed. Some studies have shown that the atomic mass actually increases after an episode of restructuring. *(From the Society of Economic Geology Newsletter.)*

PROJECT SANTA SPREADS CHEER

Mary Lena Davis, 85 years old on Christmas Day, gets hugs from Santa and Mrs. Santa

Although most of us have left the holidays behind, the spirit of giving can remain with us throughout the rest of the year. Barb Guest reminds of us the joy that Service Center employees can bring to others —

On December 21, 1990, Santa's elves were busy decorating and loading up the sleighs with approximately $4,000 worth of goodies, including food gift certificates, for deliveries. One of the elves, Denise Bickler, was running around taking videos of all the other elves (Jim Ferguson, Kemp Conn, LaVonna Hughes, Dana Bower, Vicky Young, Julie Lewis, Bonnie Pomarico, Barb Guest - photographer, Gwen Moore - chauffeur, Sharon Keim, and Jennifer Reese) at work. Thanks to Gwen Moore, Santa (retired BLMer John Brewer) and Mrs. Santa (Lee Krebs) rode in the convertible (top down) again this year. The temperature was -20 degrees when we left at 9 in the morning and about -13 degrees when we returned about 3 in the afternoon. Santa was such a jolly soul and we had so much fun in the "Santa Mobile" that we never felt the cold.

After several of our deliveries we picked up another elf, Al Layer, and at lunch we were joined by Shirley Folger and her daughter. Our first delivery after lunch took us near downtown Denver, and on the way through downtown, a reindeer (person) appeared and told Santa that he needed a reindeer. We will have to work on this for next year.

At each home we attempted to sing "We Wish You A Merry Christmas." I'm not sure how much better we got as the day went along, but those who did not know all the words in the beginning know them now. At one of our last stops, Santa was visiting with some of the residents in the lobby of the apartment complex and found out Emma was celebrating her birthday, so naturally he and Mrs. Santa sang Happy Birthday to her.

Again, we would like to thank all of you who helped the Santa Project, either through donations of money or gifts, our silent auction, or helping as elves. Hopefully, each year we can have different people as our elves so they can share in the joy that we bring to the families we visit. Thank you also to Kemp, Vicky, Julie, and most of all Gwen Moore for driving; to now-retired Lee Ford for coordinating with the Jeffco Action Center to get the names and needs of those we could help; and to the elves that helped watch collection boxes and jars, sort and fill boxes, wrap last minute presents, and clean up after we left the North Pole (390 Union).

CD-ROM NETWORK

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demonstration and the chance to try them out personally, or can call 6-6648 to have a search performed by the reference staff.

Future plans will allow field access to these data bases as well as to the BLM Library catalog by means of dial-up access. This plan is dependent upon funds to acquire a PC with sufficient memory that can be dedicated to an FTS line. Eventually, the library LAN should be accessible by the Bureau's future networking capabilities. The BLM Library also intends to add additional data bases as funds permit. If library patrons have suggestions about additional CD-ROM products they would like to see on this system, please contact Sandy Bowers at 236-6646, FTS 776-6646.

PROGRAM ANSWERS TAXING QUESTIONS

The Internal Revenue Service (IRS) community outreach program will be providing information on your tax return preparation and the changes for the 1990 tax year. There will be six 1-hour sessions: February 19 at 8 a.m., 9:30 a.m., and 1 p.m.; February 20 at 8 a.m., 9:30 a.m., and 1 p.m. The last session is for retirees and potential retirees, focusing on the comprehensive tax guide to the U.S. Civil Service Retirement Benefits.

The workshops will be held in Building 53, Entrance W-4, in the Mountain View Classroom (Room F-2050). Call Maxine Marchese at 236-9692 for a reservation. Please be sure to get supervisory approval to attend.

PERSONNEL NEWS

New Employees:

Jeanne Donovan, Voucher Examiner, SC-610
Lynn Reynolds, File Clerk, SC-610
Phyllis O'Neill, Pos. Class. Spec., SC-630
Gerald Pittman, Land Surveyor, SC-670

Separations:

Sharon Washington, Clerk, SC-320
Catherine Beckett, Clerk, SC-320
William Aldrich, Comp. Prog. Analyst, SC-340
Dorothy Reeter, Financial Sys. Tech., SC-610